



Figure 49: Format Cells dialog – Borders tab

## Formatting cell backgrounds

To format the background color for a cell or a group of cells (see Chapter 4, Using Styles and Templates, for more information):

- 1) Select a cell or a range of cells.
- 2) Go to **Format > Cells** on the Menu bar, or right-click and select **Format Cells** in the context menu, or press **Ctrl+1**, to open the Format Cells dialog.
- 3) On the **Background** tab, click the **Color** button and select a color from the color palette.
- 4) Click **OK** to save the changes and close the dialog.

Alternatively, click on the **Background Color** icon on the Formatting toolbar to apply the most recently selected color. Click the down arrow to the right of the **Background Color** icon to select a different color from the **Background Color** palette.